

## RECORD OF PROCEEDINGS

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### Meeting Minutes of the Estes Valley Fire Protection District

October 27, 2025, 4:30 p.m.

Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

**Board:** Sandra Smith, Scott Dorman, Ryan Leahy via Zoom, Jon Smith, Jeff Robbins

**Staff:** Chief Jones, Interim Chief Stacey Sutherland, Chief Jon Landkamer, Captain Chris Thomas, Marinda Baxter, Logan Lasley, Alicia Paddock

**Also Attending:** Captain Rick Spear, Lt. Ron Bruchwalski, Lt. Nathan Meulener, Lt. Brad Harris, Michael Barnhouse, Brian Schaffer, Connor Brewer, Chance Ellis, Patti Brown, Kelly Brenner, and on Zoom: Lt. Platz, Ben Archer-Clowers, Dot Dorman, Marianne Baxter, Jeff Rogers, Amber Busche

**Absent:** all present

**Sandra Smith called the meeting to order at 4:35 p.m.**

**Interim Chief Warren Jones led the Pledge of Allegiance**

**Marinda Baxter performed roll call – All present**

#### APPROVAL OF AGENDA

Moved by Jeff Robbins and seconded by Jon Smith to approve the agenda for the 10/27/25 meeting. Motion carried unanimously.

#### PUBLIC COMMENT

None

#### APPROVAL OF MINUTES

Moved by Scott Dorman and seconded by Jeff Robbins to approve the meeting minutes from the 10/20/2025 board meeting as written. Motion carried unanimously.

#### ITEMS OF BUSINESS

##### **Financial Matters**

##### **Treasurer's Report**

Ben Archer-Clowes with JVG reviewed the September financial packet and bills paid for the Board. We are trending below budget in both revenue, which is tied to sales tax, and expenses. The budget committee will meet in mid-November.

Moved by Jeff Robbins and seconded by Jon Smith to approve the paid bills as presented. Motion carried unanimously.

##### **Permanent Chief Hiring Process**

Interim Chief Jones and two board members will focus on forming a sub-committee of the board that will include two board members, and potentially expand to include staff, volunteer captains, and/or community stakeholders. The sub-committee will review the job description for the new permanent chief, develop a process for identifying candidates, interviewing, and hiring the new chief, and implement that process once it is approved by the board.

Moved by Ryan Leahy and seconded by Jeff Robbins to appoint Scott Dorman and Jon Smith to the chief hiring subcommittee.

##### **Department Organizational Structure and Strategic Planning**

The board discussed the potential need for the department to be restructured before new hiring can take place to fill recently vacated open positions, which may no longer exist after the restructuring. The board asked Chief Jones to consider how the department may be restructured and to return to the board with a recommendation. The board also discussed the Strategic Planning process and noted that this may best be left to be handled once a permanent chief is hired. Chief Jones will review the current Strategic Plan and report back to the board on this issue. The organizational restructuring and the Strategic Plan issues will be dealt with separately. Chief Jones will report back to the board at the next meeting on November 24, 2025.

##### **Full Policy Review/Revision**

The District's personnel, administrative, and board policies, and bylaws require review and updates to comply with current statutes and the way the department and board operate. The board appointed a subcommittee of the board that will collaborate with the District's HR firm, CPS HR, and District attorney, on the redrafting process.

Moved by Jon Smith and seconded by Ryan Leahy to appoint Sandi Smith and Jeff Robbins to the subcommittee for review and revision of policies and bylaws. Chief Jones will also assist.

##### **Wildfire Resiliency Code Update**

Chief Landkamer provided an update on the recently signed legislation, SB23-166, which established a Code Board. In a prior working session of the board, Chief Landkamer presented the proposed code. Today's discussion centered on the decision regarding which map to use moving forward. The map provided by the state does not adequately account for hazards in denser residential areas. Therefore,

Chief Landkamer recommends using the Community Wildfire Protection Plan (CWPP) map, which treats all areas as having the same level of risk. Discussion was had regarding the map and whether it should be adopted now or later. The board concluded that it is best to adopt the map at this time. Moved by Jon Smith and seconded by Jeff Robbins to adopt the CWPP map to use for the Wildfire Resiliency Code.

## **REPORTS**

### **Administrative Division:**

- The library Storytime was this month and we had lots of kids and had a great time.
- We joined the Mit crew out at Fish Hatchery and did some work with them.
- A few of us were at the Colorado State Fire Chief's Leadership Conference last week.

### **Prevention Division:**

- Wildland Fire Risk Reduction Educator, Logan Lasley, has completed 193 home assessments & 16 neighborhood assessments YTD
- Logan Lasley has also presented at 10 HOA annual meetings this year.
- Our mitigation crew has completed work at the Fish Hatchery work site (COSWAP) and all that is left is for the Parks crew to chip the material.
- Team Rubicon was here October 2-5 to complete mitigation work on the top of Prospect Mountain around the critical communication infrastructure. The mitigation crew members and Lieutenant Shepard assisted in making this a very successful event with up to 35 volunteers from Team Rubicon.
- Interim Chief Sutherland is working on plan reviews, providing comments for multiple projects coming up, as well as attending as many regional Fire Marshal Association meetings with discussion of new legislation about fire codes in the State. (WRC, food trucks, ADUs, etc.)
- Interim Chief Sutherland is continuing inspections as needed, mostly on new construction and special events.
- Interim Chief Sutherland has organized and participated in multiple community events this month. Storytime, Chief's conference.
- DC Landkamer and Interim Chief Sutherland will be part of the TAC for the Town of Estes Park Development Code rewrite, looking to modify landscaping requirements and integrate the WRCB code. Focus group meetings are ongoing.
- DC Landkamer is working on finalizing agreements between all parties to get the CWDG project started. Working with Larimer County Sheriff's Department/Emergency Services to get work done on the CWDG project along the boundary with RMNP. They are open to committing to 20 acres of the work that requires hand work. Will be working on an RFP for the larger portion of the project next.
- DC Landkamer and WFRR Educator Lasley will be hosting the next BTHWP monthly meeting on November 19<sup>th</sup>. Logan will be presenting HIZ 101 for them to understand what we recommend to our community members.
- The Wildfire Ready Action Plan (WRAP) should be completed soon. BTHWP and CPAW are the lead partners is developing this document.
- DC Landkamer is participating in the Hazard Mitigation plan update that will be going on through Larimer County over the next year.
- DC Landkamer will be participating in an action group looking at implementing woody biomass disposal solutions in Larimer County. This is a project from the Woody Biomass Strategy Committee that has completed and presented their report.
- Interim Chief Sutherland, WFRR Lasley, and DC Landkamer attended the CEFC annual Leadership Challenge and had a good week of learning and networking.

### **Operations Division:**

- **Calls for service**  
2025 – 707  
2024 – 658  
  
INCREASE OF 49 CALLS  
This pace will put us around a 70-call increase from last year with projected total of 840 calls.
- **Significant calls**
- **Staffing**
  - **No Changes**
  - 53 total staff / 8 AUX
- **Projects**
  - Continuously evaluate operations in relation to Standard Operating Guidelines and overall operational effectiveness, with the goal of delivering services faster, smarter, and safer.
  - Continue to work on SOG and policies as it relates to Fire Gear Inspections Program (NFPA 1851), Respiratory Protection Program (NFPA

1500), and Passport tags as it relates to our Incident Accountability System (NFPA 1500).

- **Events**

**Training Division:**

- Completed Week 13 of Fire Academy (interior)
  - Saturday was their first day of testing
  - Academy Graduation is Nov. 8<sup>th</sup>. This will be both Fire Fighter 1 and Fire Fighter 2 academies.
  - Dept training has focused on Scenario-based evolutions. Last week was live fire training which focused on coordinated vehicle fires.
- **Station & Apparatus:**
    - Ground and aerial apparatus testing occurred in October, our 35' 2-section ladder was not able to be tested since it was bent. A new ladder is on order.
    - Annual radio programming and maintenance happens tomorrow.
  - **Misc.:**
  - Future presentation items for the new Board's information:
    - Open meetings laws compliance and board governance
    - 1A tax program for wildland fire mitigation
    - WRCB and new statewide WUI code adoption and implementation
    - Grant project information and update
    - Larimer County Woody Biomass Strategy

**UNFINISHED OR OLD BUSINESS**

The contract with interim Chief Warren has been finalized and is ready to be signed upon board approval. Motion by Scott Dorman and seconded by Ryan Leahy to allow President Sandi Smith to sign the agreement with Chief Jones.

**NEW BUSINESS**

Board member Jon Smith reported that our drone requires new batteries, rendering it currently inoperable. Chief Jones has volunteered to address this issue.

President Sandi Smith emphasized the importance of board education regarding open meeting laws and the Colorado Open Records Act (CORA), as well as educating new board members about general governance issues. She suggested inviting a speaker from the SDA. Looking at early 2026 to schedule a working session.

The board would like to schedule a work session prior to our next regular meeting to discuss plans for our new interim Chief, Jones.

**ANNOUNCEMENTS**

The next board meeting is scheduled for Monday, November 24, 2025, at 4:00 PM for a working session, followed by our regular board meeting at 4:30 PM.

Motion by Jon Smith, seconded by Jeff Robbins, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 6:07 PM.



Secretary

*The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner."*

*"The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term sustainability of the District."*